

# *United Coach Line, Inc.*

302 Wingham Street (Suite 1)  
Staten Island, NY, 10305

Office: 718-761-4033  
Toll free: 888-982-8737  
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Web: [www.unitedcoachline.com](http://www.unitedcoachline.com)

## *RESERVATION FORM*

*Group Name:* \_\_\_\_\_ *Contact:* \_\_\_\_\_  
*Address:* \_\_\_\_\_ *Additional Contact:* \_\_\_\_\_  
*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip code:* \_\_\_\_\_  
*Tel Number:* \_\_\_\_\_ *Cell Number:* \_\_\_\_\_  
*Fax Number:* \_\_\_\_\_ *Email Address:* \_\_\_\_\_

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*Trip Date:* \_\_\_\_\_ *Trip Type:* \_\_\_\_\_ *Number of Passengers:* \_\_\_\_\_  
*Pickup Time:* \_\_\_\_\_ *Vehicle Type:* \_\_\_\_\_ *Number of Buses:* \_\_\_\_\_

**Pickup Address:**

\_\_\_\_\_

**Destination Address:**

**Departure Date:** \_\_\_\_\_  
**Departure Time:** \_\_\_\_\_

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**Total Cost: \$**

COMPANY POLICIES - TERMS AND CONDITIONS

United Coach Lines, Inc books on a first come, first serve basis. A signed confirmation and a deposit is required at the time of booking to secure your reservation. For trips that require driver's accommodations it is the responsibility of the chartering party and is not included in the cost above. The same applies to parking fees. The client is responsible to inform United Coach Lines of any variances or permits needed for this charter.

ITINERARY

Itineraries must be submitted at least 72 hours before departure date. Prices are subject to change if itinerary does not reflect confirmation. Upon receipt of your confirmation, please check all the information to assure the information is accurate and correct. In the event that United Coach Lines does not receive a signed confirmation, United Coach Lines is not responsible for incorrect information including times, address, vehicle types or changes in itinerary.

PAYMENT POLICY

United Coach Lines accepts all major credit cards, business, personal, bank, cashiers and certified checks and money orders. There is a 30% deposit when booking a reservation. All Charters are to be paid in full 72 hours prior to date of trip.

CANCELLATION POLICY

A \$135 Clerical fee will be issued on any cancellation regardless of the time of cancellation. The cancellation guideline is as follows: 30 to 15 days loss of the deposit (30% of the charter cost), 14 to 7 days 50% loss, 7 days or less 100% loss. All the cancellation terms and conditions also apply to clients that book less than 30 days before charter date. Overtime 24-56 passengers are \$75.00 per half hour. Limo buses and exotic limos \$175 per half hour. Your cost is based on the service detailed in your final confirmation and is subject to change in accordance with the actual itinerary. There is no charge for 1<sup>st</sup> contract change. The 2<sup>nd</sup> contract change will result in a \$75.00 fee after that any change in the contract will result in a \$150 fee per change. This company reserves the right to lease equipment from other companies to fulfill this agreement. This company is not liable for any items left on the vehicle or loss of time due to mechanical failure or inclement weather. Clients will be charged for any damages to the interior or exterior of vehicle.

*Please sign this agreement, enclose payment as noted above.*

By signing this confirmation you are in agreement to all terms and conditions set forth in the accompanying document entitled terms and conditions.

Signature\_\_\_\_\_

Date\_\_\_\_\_

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Group Name: \_\_\_\_\_  
Date of Trip: \_\_\_\_\_  
Client Phone Number: \_\_\_\_\_

I authorize united coach line to charge my credit card in the amount of  
\$ \_\_\_\_\_

Card holders name: \_\_\_\_\_  
Credit Card Type: AMEX \_\_\_\_\_ Master \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CID# \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Billing Information:**

Printed Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please fax a clear copy of the front and back of your credit card.

Initial \_\_\_\_\_ Date \_\_\_\_\_